

TOWN OF NEW SHOREHAM
PUBLIC RECORDS REQUEST GUIDELINES
& REQUEST FORM

The Town of New Shoreham adheres to the Access to Public Records Act, R.I. Gen. Laws §38-2-1, *et. seq.*, and has instituted the following procedure for the public to obtain public records:

1. The Public Records Officer is Town Clerk Fiona Fitzpatrick, 401-466-3200. The Public Records Officer receives request for records of the Town of New Shoreham, including the Town Council, the Town Manager, town-appointed boards or committees, and the departments of Finance, Police, Building and Land Use, Recreation, Harbors, Highways and the Block Island Land Trust. The regular business hours of the Town Clerk's Department are 9:00 a.m. to 3:00 p.m. Our mailing address is New Shoreham Town Clerk, PO Box 220, Block Island RI 02807 and we are located in the Town Hall on Old Town Road in Block Island. Requests may be mailed to the PO Box, hand delivered, faxed to (401) 466-3219 or emailed to townclerk@new-shoreham.com.
2. If your request is for the Block Island School, contact Marsha Gutierrez, Block Island School, PO Box 1890, Block Island RI 02807 or (401) 466-7732; if your request is for the Block Island Water Company or Sewer Company, contact Kara Stinnett, Block Island Water Company, PO Box 998, Block Island RI 02807 or (401) 466-3231.
3. You are not required to provide identification or the reason you seek the information, and your right to access public records will not depend upon providing identification or reasons.
4. In order to ensure that you are provided with the public records you seek in an expeditious manner, unless you are seeking documents prepared for or readily available to the public, we ask that you complete the Public Records Request Form attached to these guidelines or otherwise submit your request in writing. If you are seeking documents prepared for or readily available to the public and do now wish to submit a written request, contact us.
5. You may also obtain by request a handout on the Access to Public Records Act, which summarizes the procedures and your rights to access public records.
6. Please be advised that the Access to Public Records Act allows a public body ten (10) business days to respond, which can be extended for an additional twenty (20) business days for "good cause." We appreciate your understanding and patience.
7. The Town may charge a research and retrieval fee of \$15.00 per hour, the first hour is free. Copies are 15¢ per page.
8. If you feel that you have been denied access to public records, you have the right to file a review petition with the Town Manager. If you are still not satisfied, you may file a review petition with the Rhode Island Attorney General.

The Town of New Shoreham is committed to providing you with public records in an expeditious and courteous manner.

**TOWN OF NEW SHOREHAM
REQUEST FORM FOR RECORDS
UNDER THE ACCESS TO PUBLIC RECORDS ACT**

Date _____ Request Number _____

Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

-----OFFICE USE ONLY-----

Request taken by: _____ Request Number _____

Date: _____ Time: _____

Records to be available on: _____ (By mail _____) (For pick up _____)

Records provided: _____

Costs Copies _____ Search & Retrieval _____

FORWARD THIS DOCUMENT TO TOWN CLERK'S OFFICE

Town of New Shoreham – Access to Public Records Request Receipt

If you desire to pick up the records, they will be available on _____ at the Town Clerk's Office. If, after review of your request, the Town Clerk determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the Town reserves its right to claim such exemption.

Note: If you chose to pick up the records, but did not include identifying information on this form, (name, etc.) please inform the office of the date you made the request, records requested and request number. Thank you.